

My name is Marilyn Huff and I am the Purchasing Agent for the Los Angeles Community College District.

I have the responsibility for entering vendors into our SAP system so that Contracts, Purchase Orders and Short Term Agreements can be created.

I will now inform you of the procedure for becoming an approved vendor for the Los Angeles Community College District.

We do not normally add new vendors into our system until one of our locations (Colleges) has indicated that they are ready to do business with the new vendor. In other words we do not just add new vendors because they ask. If I did that, you would languish in our system with no business because no one would know that you were there.

You must visit our website at www.laccd.edu. There you will find all nine (9) of our campuses. You have to visit a campus make yourself known, show what you have to offer, then convince someone on that campus to do business with you. You have to promote yourself. They become your sponsor and you enter their name on the create vendor form in the block in the upper right hand corner of the form where it says name of requestor. After you get a sponsor, you must fill out the "**create vendor form**". The form can be found on our website.

The completed form is then emailed to: ProcurementVendorMaintenance@email.laccd.edu website. You are then entered into the SAP system available for use by all nine (9) of our campuses. But you still have to visit each campus to introduce yourself and your product or service.

You should contact the three (3) College Procurement Specialists listed on the Vendor letter located on our website: www.laccd.edu. Once on the website click on Business Community click on Business Services: Contracts and Purchasing. There you will see the Vendor Letter, Forms and Instructions and the names of the three (3) College Procurement Specialists that you may contact for more information concerning who to contact on each campus.

I hope that this information has been helpful to you and if I can be of further assistance, please feel free to contact me.

Sincerely,
Marilyn Huff
Purchasing Agent
Los Angeles Community College District
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